

## **COMMITTEE MEMBERS**

Donna Thompson, Chair  
Donna Rosser, Secretary  
Heather Cap  
Robert Johnson  
Samuel Patton  
Vicki Turner

Tina Brown, Vice Chair  
Richard Brown  
Charlie Cave  
Jeffrey Mellin  
Rosiher (Roger) Sibaja

**FAYETTE COUNTY, GEORGIA**  
**140 Stonewall Avenue West, Suite 100**  
**Fayetteville, Georgia 30214**



# **AGENDA**

Fayette County Public Arts Committee  
August 3, 2016  
7:00 P.M.

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1. Call to order by Committee Chair Donna Thompson.
2. Approval of Minutes of July 18, 2016 meeting.

## **Old Business**

3. Approval to proclaim the Meeting Minutes as the official record of the Committee and direct County Attorney for inclusion in bylaws.
4. Approval to move Organizational Meeting from January to June to coincide with committee member terms.
5. Discussion of the Purpose Statement for Fayette County Public Arts Committee bylaws.

## **New Business**

6. Discussion of the Vision Statement, per Ordinance creating current Fayette County Public Arts Committee.
7. Discussion of the Mission Statement of the Public Arts Committee.
8. Discussion of the Project Request Form.

## **Other Business**

## **Adjournment**



## *Minutes*

Public Arts Committee  
July 18, 2016  
4:00 P.M.

The Fayette County Public Arts Committee met in an Official Meeting on July 18, 2016 at 4:00 p.m. in the Public Meeting Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

**Committee Members Present:** Rich Brown  
Tina Brown  
Heather Cap  
Charlie Cave  
Robert Johnson  
Jeff Mellin  
Samuel Patton  
Donna Rosser  
Roger Sibaja  
Donna Thompson  
Vicki Turner

**Staff Present:** Charles W. Oddo, Chairman Board of Commissioners  
Dennis Davenport, County Attorney  
Tameca P. White, Chief Deputy County Clerk  
Devon Moore, Intern

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County Attorney Dennis Davenport called the July 18, 2016 Public Arts Committee meeting to order at 4:00 p.m.

### **ORGANIZATIONAL SESSION**

- 1. Chairman Charles W. Oddo to administer the Oath of Office to the Public Arts Committee members.**

The members who were present, stood and took the oath. Committee members introduced themselves and gave brief backgrounds. Samuel Patton was absent.

- 2. County Attorney Dennis Davenport to preside over the vote and appointment of an acting Chairman who will conduct the meeting and all future meetings until bylaws are adopted.**

Samuel Patton arrived at 4:13 p.m. as Mr. Davenport explained the process for appointing a Chairman to the committee. Chairman Oddo administered the oath to Samuel Patton.

Mr. Davenport opened the floor for nominations for Chairperson.  
Jeffrey Mellin nominated Donna Thompson. Charlie Cave nominated Roger Sibaja.

Jeffrey made a motion to close the floor for nominations for Chairperson. Donna Rosser seconded. The motion passed 11-0.

Donna Thompson was elected Chairperson on a vote of 7-0-4.

Mr. Davenport opened the floor for nominations for Vice Chairperson.  
Jeffrey nominated Tina Brown. Charlie Cave nominated Roger Sibaja. Tina Brown nominated Donna Rosser.

Charlie made a motion to close the floor for nomination for Vice Chairperson. Jeffrey seconded. The motion passed 11-0.

Donna Rosser withdrew her name from the nominations.

Tina Brown was elected Vice-Chairperson on a vote of 6-2-3.

### **3. Appointment of a secretary for the Public Arts Committee until bylaws are adopted.**

Mr. Davenport opened the floor for nominations for Secretary.

Tina nominated Donna Rosser for Secretary. Discussion followed.

Charlie made a motion to close the floor for nominations. Tina seconded. The motion passed 11-0.

Donna Rosser was elected Secretary on a vote of 10-0-1.

## **New Business**

### **4. County Attorney Dennis Davenport to brief the Public Arts Committee on Georgia's Open Meetings and Open Record Requirements.**

County Attorney Dennis Davenport discussed the Open Meetings and Open Records requirements. Project committees formed within the full FCPAC are subject to Open Meetings requirements. Emails and home computers are subject to Open Records requests. Committee members discussed the need/want for a separate email account for all committee business. If a quorum of members attend the same function, no business can be discussed if it had not been publicized as a meeting of the committee 24 hours prior to the event. All meetings must be posted and publicized, cancellations also need posting. Change in meeting location must be posted at regular meeting space. The Chair, or 5 committee members, can call for a Special Called meeting, which requires 24 hour prior public notice and posting.

### **5. Consideration of draft bylaws for adoption at a future Public Arts Committee meeting.**

Consideration of bylaws were tabled until future meeting dates/times established. Some members wished to table this discussion until next meeting to give time to read over the bylaws. Others wished to proceed since we were called together.

Tina made a motion to defer item #5 until the discussion of item #8. Heather Cap seconded. The motion passed 11-0.

After the discussion of item #8, the bylaws were read in full by Donna Thompson.

Tina made a motion to include that the Organizational Meeting of the Public Arts Committee would be held the first meeting in January each year. Heather seconded. The motion passed 11-0.

Jeffery made a motion to adopt the bylaws as discussed with the provision that the "Purpose" statement would be decided at the August 3, 2016 meeting. Robert Johnson seconded. The motion passed 11-0.

Tina made a motion to add the "Discussion of the Purpose Statement for the bylaws" to the next committee meeting. Vicki Turner seconded. The motion passed 11-0.

## **6. Discussion of social Media policy.**

County Attorney Dennis Davenport discussed the Social Media Policy. Committee members should be responsible on social media; what you say/post could be seen as the committee's view. Be aware that information seeming to be inside information is not being responsible. The committee could have a Facebook page, but need to be aware of all of the responsibility in that – it reflects on Fayette County Government. Best to repost events from the county website to our personal pages or create events under our personal pages to share on Facebook. Tameca White suggested referring to the county policy if we have questions or to ask her.

## **7. Discussion of the 2017 fiscal year budget for the Public Arts Committee.**

Tameca White suggests we keep the budget in mind when planning projects. Project forms – to be submitted to Board of Commissioners with project requests include expenses. The Committee briefly discussed the option to look to sponsors for future projects to help stretch the budget. Dennis Davenport asked for the plan moving forward with projects unfinished by the previous committee. He named the Animal Shelter and Human Resources Photo Mural projects. Tameca White confirmed that the FY2017 Budget shows that the Countywide Public Arts budget is \$61,831. Tina Brown suggested any previous projects should be reapproved to move forward. A suggestion was made for County Administrator Steve Rapson to attend a future meeting to discuss budget.

## **8. Public Arts Committee to establish future meeting dates and times until final bylaws are adopted.**

Tina Brown made a motion for 2 meetings per month until the Committee is comfortable with catching up on duties and forming plans to move forward with projects. Donna Rosser seconded. This motion passed 11-0.

Meetings will be held on the first Wednesday and third Monday of each month, both at 7pm, and both in the County Public Meeting Room. Tameca White stated that the calendar is set through the end of the year and at that time we may move to meet once a month.

Tina Brown made a motion that items for the agenda need to be received one week prior to meeting date. Vicki Turner seconded. The motion passed 11-0.

### **Other Business**

9. Tameca White gave an update regarding the Human Resources Photo Projects and the Animal Shelter Project.

Jeff Mellin made a motion to cancel the Human Resources Project. Donna Rosser seconded. The motion passed 11-0.

Jeff Mellin made a motion to cancel the Animal Shelter Project. Rich Brown seconded. The motion passed 9-2.

Heather Cap made a statement that she wishes for the Committee to do something at the shelter but need to go all the way back to the drawing board. Other Committee members voiced desire to do something at the shelter.

Tameca White said that the Fire Hydrant Project only had one reply to the call and that the person never acted on their proposal.

Committee members discussed how the community enjoyed the scarecrow project and that the local art awards were well received.

Donna Thompson will present at the first Thursday meeting of the month at the BOC meetings a report from the FCPAC.

The next meeting is set for August 3, 2016 at 7pm in the Public Meeting Room.

### **Adjournment**

Charlie Cave made a motion to adjourn. Jeff Mellin seconded. The meeting adjourned at 7:05pm.

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Donna Rosser, Secretary  
Fayette County Public Arts Committee

BYLAWS OF THE  
FAYETTE COUNTY PUBLIC ARTS COMMITTEE

A committee established by an ordinance of the Board of Commissioners of Fayette County, Georgia.

ARTICLE I – NAME

The name of this committee shall be the “Fayette County Public Arts Committee,” hereinafter, the “Committee.”

ARTICLE II – PURPOSE

The purpose of the Committee shall be to promote \_\_\_\_\_

ARTICLE III – PRINCIPAL OFFICE

The principal office of the Committee shall be at 140 Stonewall Avenue West, Fayetteville, Fayette County, Georgia. The Committee may have such other offices as may, from time to time, be designated by its officers.

ARTICLE IV – COMMITTEE

Deleted: BOARD OF DIRECTORS

Section 1. The Committee shall consist of eleven (11) members. The members of the Committee shall be residents of Fayette County.

Section 2. The terms of office of the initial Committee shall be as follows: Six (6) members shall be appointed for two (2)-year terms with the terms ending on May 31, 2018; and five (5) members shall be appointed for one (1)-year terms with the terms ending May 31, 2017.

Thereafter all members shall be appointed for two (2)-year terms, or until such time as their successors are appointed.

Section 3. Any vacancy on the Committee shall be filled in the same manner as the original appointment to the position vacated. The appointment shall be for the unexpired term of such member.

Section 4. The members of the Committee shall receive no compensation for their services, but shall be reimbursed for their actual expenses incurred in the performance of their duties.

#### ARTICLE V – OFFICERS

Section 1. The officers of the Committee shall be a Chairman, Vice-Chairman, and Secretary, all of whom shall serve for a period of one (1) year, or until such time as their successors are elected and qualified.

Section 2. The Committee shall elect one (1) of their members as Chairman and another as Vice-Chairman. The Committee shall also elect a Secretary, who need not be a member of the Committee.

Section 3. The Chairman shall preside at all meetings of the Committee, and shall have a vote on all matters. The Chairman shall countersign all notes of the Committee, and all checks, drafts and other orders for disbursement of funds. The Chairman shall communicate to the Committee such matters and make such suggestions as may in the Chairman's opinion tend to promote the purposes and increase the usefulness of the Committee, and shall perform such other duties as are necessarily instant to the office, or as the Chairman may be directed to perform by resolution of the Board not inconsistent with the Bylaws.

Section 4. The Vice-Chairman shall have and exercise all the powers, authority, and duties of the Chairman during the Chairman's absence or the Chairman's inability to act.

Section 5. It shall be the duty of the Secretary to:

- (a) give notice of and attend all meetings of the Committee and to make provisions for the keeping of a record of the proceedings;
- (b) to conduct correspondence and to carry into execution all orders, votes, and resolutions of the Committee; and
- (c) prepare an annual report of the transactions and conditions of the Committee, and perform such other duties as are customarily appurtenant to the office of Secretary or as the Secretary may be directed to perform by resolution of the Committee not inconsistent with these Bylaws.

#### ARTICLE VI – ELECTIONS

All officers of the Committee shall be elected at the annual organizational meeting of the Committee by a majority vote of the full membership of the Committee. [The organizational meeting shall be held on the first regularly scheduled meeting date in January every year.](#)

#### ARTICLE VII – MEETINGS

Section 1. [The Committee shall meet twice per month.](#) The meetings are to be held on the [first Wednesday and the third Monday](#) of every [month](#) at [7:00 p.m.](#) at the public meeting room for the Board of Commissioners at 140 Stonewall Avenue West, Fayetteville, Georgia.

Section 2. A majority of the membership of the Committee shall constitute a quorum but no action may be taken by the Committee without the affirmative vote of the majority of the full membership of the Committee.

Section 3. Special meetings of the Committee may be called by the Chairman or by five (5) members of the Committee.

Section 4. The order of business at all meetings shall be:

- (a) call to order;
- (b) ascertainment that a quorum is present;
- (c) approval of agenda;
- (d) reading and approval of the minutes of the last meeting;
- (e) unfinished business;
- (f) new business; and
- (g) adjournment.

The order of business may be altered or suspended at any meeting by a majority of the full membership of the Committee.

#### ARTICLE VIII – AMENDMENT

Amendments of these Bylaws may be adopted by the affirmative vote of a majority of the full membership of the Committee at any duly held meeting thereof. Notice of any proposed amendment shall be given at least ten (10) days prior to the meeting at which it shall be presented.

**COUNTY OF FAYETTE**

**STATE OF GEORGIA**

**ORDINANCE NO.**

**2016-02**

**AN ORDINANCE BY THE BOARD OF COMMISSIONERS FOR FAYETTE COUNTY TO PROVIDE FOR AN ADVISORY COMMITTEE TO BE KNOWN AS THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE; TO PROVIDE FOR TERMS OF OFFICE; TO PROVIDE FOR THE INITIAL MEMBERSHIP; TO PROVIDE FOR THE FILLING OF VACANCIES; TO PROVIDE FOR THE TAKING OF AN OATH; TO PROVIDE FOR A REQUIREMENT OF REGULAR MEETINGS; TO PROVIDE FOR REMOVAL OF MEMBERS; TO PROVIDE FOR COMPENSATION; TO PROVIDE FOR QUALIFICATIONS; TO PROVIDE FOR OFFICERS; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.**

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT ARTICLE VI OF CHAPTER 2 OF THE CODE OF ORDINANCES FOR FAYETTE COUNTY PERTAINING TO THE ESTABLISHMENT OF BOARDS AND COMMISSIONS BE AMENDED BY ADDING A NEW DIVISION TO PROVIDE FOR THE ESTABLISHMENT OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE AS FOLLOWS:**

**Section 1.** By adding a new division with appropriate sections to Article VI of Chapter 2 to be numbered and to be entitled as follows:

#### DIVISION 4. FAYETTE COUNTY PUBLIC ARTS COMMITTEE

**Section 2.** By adding a section to Division 4 creating the Fayette County Public Arts Committee to be numbered and to read as follows:

Sec. 2-501. Created; purpose and intent.

In order to make recommendations to the Board of Commissioners of Fayette County as to find ways to use art to enhance the County's reputation, to contribute to the civic environment, and to enrich the lives of citizens and visitors through the involvement of amateur and professional artists to integrate public arts throughout Fayette County. The Fayette County Public Arts Committee is hereby created and established and aims to acquire, cultivate, and perform responsible stewardship of public arts to enhance the dignity of the County through the commitment to artists and their disciplines as integral elements of economic vitality and development. The Fayette County Public Arts Committee offers opportunities and support to citizens, emerging students, amateur and professional artists, arts education resources, and public beautification arts projects. Its mission is to change the way our community approaches arts and culture. The goal of the Fayette County Public Arts Committee is to become a leader in the arts through conceptualizing, implementing, organizing, and executing art projects and programs for our citizens. The first order of business for the members of the Public Arts Committee is to formulate the vision and long-range goal(s) of the Public Arts Committee and to forward same to the Board of Commissioners within 60 days of the effective date creating the Public Arts Committee.

**Section 3.** By adding a section to Division 4 for the organization of the Fayette County Public Arts Committee to be numbered and to read as follows:

Sec. 2-502. Organization.

(a) Membership. The Fayette County Public Arts Committee shall consist of eleven (11) members appointed by the Board of Commissioners of Fayette County. To be eligible for appointment a candidate must be a Fayette County citizen.

(b) Terms. The terms of the members shall be for two (2) years, except that in the appointment of the first Fayette County Public Arts Committee under the terms of this section, five (5) members shall be appointed for a term of one (1) year, and six (6) members shall be appointed for a term of two (2) years. All successive terms shall be for two (2) years. The eleven (11) members shall be selected by the Board of Commissioners of Fayette County. The terms of all members shall begin on the first day of the month following the month in which the Public Arts Committee is activated. All members of the Fayette County Public Arts Committee shall, if necessary, hold over until their successors are appointed and qualified. The successors shall be appointed in the same manner as the initial members in the month immediately preceding the expiration of the members' respective terms of office. Any member of the Fayette County Public Arts Committee may be re-selected and re-appointed to serve a succeeding term.

(c) Oath of office. All persons who serve as a member of the Fayette County Public Arts Committee shall first execute and file with the County Clerk an oath obligating himself/herself to faithfully and impartially perform the duties of his/her office with such oath to be administered by the Chairman of the Board of Commissioners.

(d) Vacancies; removal. A vacancy in membership shall be filled for the unexpired term in the same manner as the members being replaced were selected. The

Board of Commissioners shall also have the power to remove any member of the Fayette County Public Arts Committee for cause by a majority vote of the members of Board of Commissioners.

(e) Compensation. All members shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties if such expenses are approved by the County Administrator.

(f) Quorum. Six (6) members of the Fayette County Public Arts Committee shall constitute a quorum. A vacancy on the Fayette County Public Arts Committee shall not impair the right of the quorum to exercise all rights and perform all the duties of the Fayette County Public Arts Committee.

(g) Meetings. The Fayette County Public Arts Committee shall meet on a regular basis with the meetings occurring the third Monday of each month. The Board of Commissioners shall provide a meeting room for the Fayette County Public Arts Committee.

(h) Project Concept. The Fayette County Public Arts Committee shall request approval from the Board of Commissioners for a project concept that provides a general description, location, and scope of the proposed project during a Board of Commissioners meeting. On any project concerning a call for artists or a permanent art feature, the Board of Commissioners shall give final approval on the winning artist's proposal prior to awarding the project and funding.

(i) Project Recommendations. The Fayette County Public Arts Committee shall fill out and complete a "Project Request Form" (Exhibit A), based upon the

approved project concept, for the Board of Commissioners' final consideration and approval.

(j) Public Arts Committee Minutes. The Fayette County Public Arts Committee shall provide approved meeting minutes of each Public Arts Committee meeting to the Fayette County Clerk.

(k) Any other committee in existence for the same purpose as the Public Arts Committee shall cease to exist on the first day of the calendar month subsequent to the effective date of this Ordinance.

**Section 4.** By adding a section to Division 4 for the election of a chairman and vice chairman, the issuance of bylaws, recommending body and allowable expenditures of the Fayette County Public Arts Committee to be numbered and to read as follows:

Sec. 2-503. Election of chairman and vice chairman; bylaws; miscellaneous.

The Fayette County Public Arts Committee shall elect a chairman and vice chairman from among its members who are not elected officials. Any chairman or vice chairman who announces or qualifies for an elected office shall be deemed disqualified to serve as chairman or vice chairman of the Public Arts Committee. The terms of the chairman and vice chairman shall be for one (1) year. The Fayette County Public Arts Committee shall appoint a secretary. The secretary does not have to be a member of the Fayette County Public Arts Committee. The Fayette County Public Arts Committee shall devise its own bylaws, which shall be supplied to the County Administrator and approved by the Board of Commissioners. The Fayette County Public Arts Committee shall be a recommending body and will provide its recommendations to the Board of Commissioners through its chairman. Any incidental expenditures of the Fayette County

Public Arts Committee shall be within the amounts appropriated for such purpose by the Board of Commissioners.

**Section 5.** By reserving additional sections for future use within this Division, sections 2-504 through 2-520.

**Section 6.** This ordinance shall take effect 60 days from its adoption by the Board of Commissioners of Fayette County.

**Section 7.** All other ordinances and parts of ordinances in conflict with this ordinance shall be deemed repealed.

**SO ORDAINED** this 10<sup>th</sup> day of March, 2016.

BOARD OF COMMISSIONERS OF  
FAYETTE COUNTY, GEORGIA

(SEAL)



By:

Charles W. Oddo  
CHARLES W. ODDO, Chairman

ATTEST:

Floyd L. Jones  
Floyd L. Jones, County Clerk

APPROVED AS TO FORM:

[Signature]  
County Attorney

# FAYETTE COUNTY PUBLIC ARTS COMMITTEE - PROJECT REQUEST FORM

Project Code:

PAC Approval

Project Name:

Estimated Total Cost:

Estimated Useful Life:

Project Description:

Department:

Department Contact(s):

Start Date (estimate):

Completion Date (estimate):

Additional comments:

Anticipated Costs - Direct &amp; Indirect

Materials

\$ Amount

<b>Total project cost</b>	<b>\$0</b>

Expenses

Labor	Hours
<b>Total Labor Hours</b>	<b>0.0</b>

Equipment	Hours
<b>Total Equipment Hours</b>	<b>0.0</b>